Obtaining an FCC Registration Number

Background

The FCC's Fifth Order (released on August 13, 2004,
http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-04-190A1.pdf) requires all E-rate
applicants and others associated with the program to obtain an FCC Registration Number.[*] The 10-
digit number is used by all FCC systems that handle financial, service authorization, and
enforcement activities. For the E-rate, the Registration Number is used as part of implementing the
FCC's "red light" rule which denies funding to any party with outstanding debts to the E-rate
program. From a broader perspective this is part of continuing efforts by the Commission to combat
waste, fraud, and abuse.

All participants in the E-rate program must obtain a Registration Number for the 2005 program
year. This includes:

Schools
Libraries
Consortium leaders
Service providers
Consultants

For schools and libraries, each individual school in a district and each branch location in a library
must have its own FCC Registration Number. Non-instructional facilities (NIFs) must have both an
entity number for Funding Year 2005 and an FCC Registration Number. (Note: NIFs are defined as
not having any classrooms or public access library areas. Examples may include bus barns and
administrative facilities which are in buildings separate from a school or public library.)

The FCC has set a November 1, 2004, deadline to obtain Registration Numbers. While there is no
penalty for missing this deadline, when the SLD contacts you after this date regarding any issues
associated with your applications, you will be asked for your Registration Number. Thus it is
advisable to get your number(s) as soon as possible. Forms for 2005 will not require entering an
FCC Registration Number, but the number will be required on 2006 forms.

Applying for an FCC Registration Number

The Registration Number application process is done via the Web and is not difficult. It will take
approximately 5 minutes to complete the information for each entity. For libraries with just one
building or small school districts, the time burden will be minimal. However, libraries with many
branches, large school districts and large consortia, will find that the total time needed to complete
the form for all entities may be substantial. If you have many schools or libraries to register there is
no need to do them all at the same time.

Note: Before you can obtain an FCC Registration Number you will need your school or library's
Employer Identification Number (EIN). The EIN is a nine-digit number that the Internal Revenue
Service requires of all employers for tax purposes. If you do not have this number, contact your
business office or business manager.

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[*] Unfortunately the FCC Registration Number is abbreviated as "FRN." This is not to be confused with the E-rate's
more common use of FRN which refers to the Funding Request Number.

To obtain an FCC Registration Number, go to the FCC's Website at https://svartifoss2.fcc.gov/cores/CoresHome.html and do the following:

1) Select the "register" option.

2) For Registration Type, accept the defaults of "business" and "Yes", and click "continue."

3) On the next screen, enter the information requested.

For *Business Type*, on the drop down box:

Public Libraries: Select "State or Local Agency." Select the closest subtype, which is probably "County," "Township," or "State or Local Commission".

Public Schools: Select "State or Local Agency." Select the closest subtype, which is probably "State or Local Commission."

Non-public Schools: Select "Private Sector." Select the closest subtype, which is probably "Non-Profit/Exempt Organization."

For *Business Name:* Enter the name of the library/school and the name of the branch or individual school. For example: Milwaukee Public Library, Center St. Branch; Appleton School District, North High.

For *Contact Information and FRN Password:* Enter the information as requested. Leave the "Organization:" window blank.

4) When you are finished, carefully review your information. When every data element is correct, press the "submit" button. You will then be assigned a Registration Number for that specific branch or school. Be certain to print off the verification page and save the information in an electronic file.

Note: Most school districts and libraries have only one EIN. When you press the "submit" button after already having filed for a Registration Number for a school or library branch, the system will warn you that you will be creating another Registration Number for the same EIN. Since each school/branch needs a separate Registration Number, just select the "Continue" option.

Complete the above steps for each entity that is included in your E-rate applications.